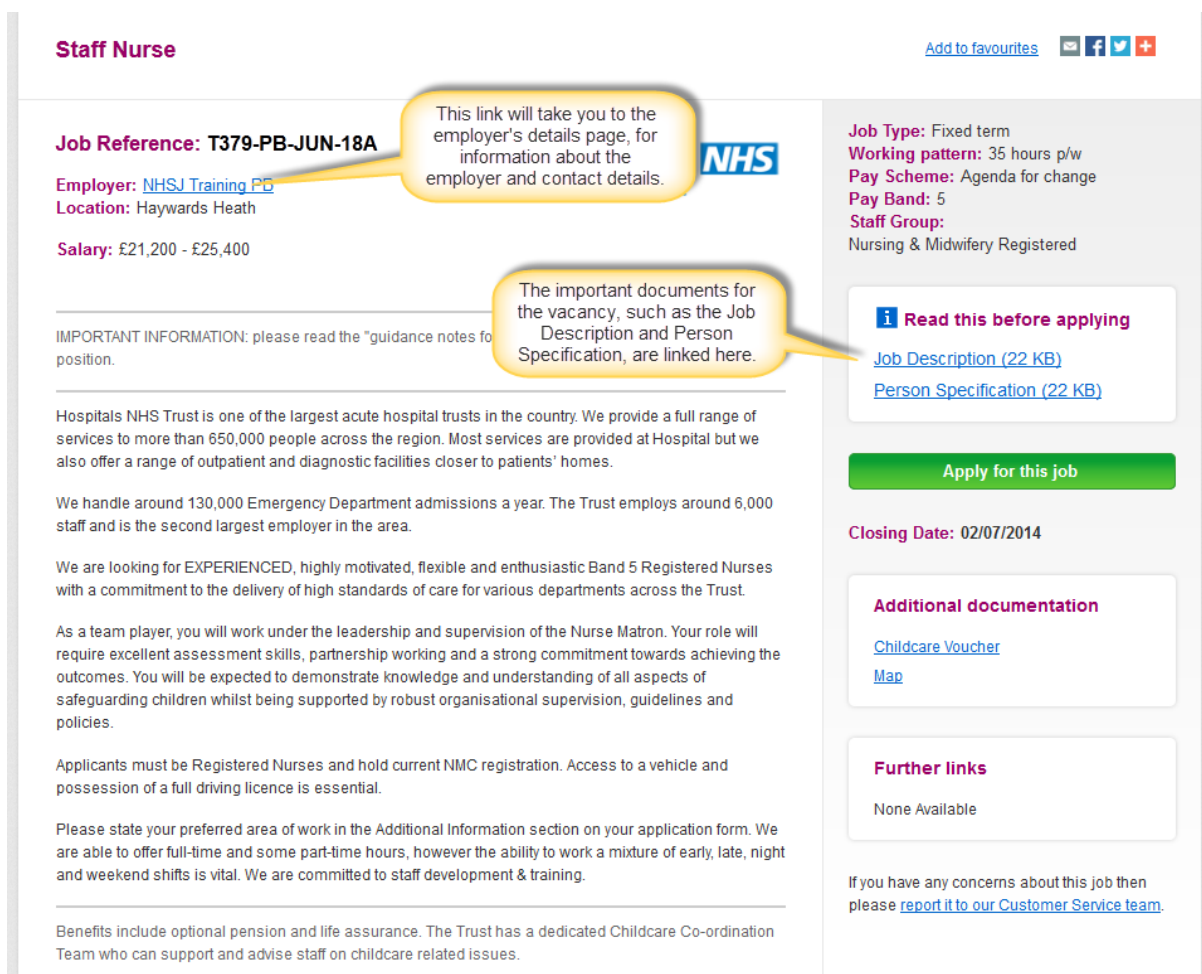



## Completing an application


This guide is intended to show you how to apply for a job on NHS Jobs and also how you can save the form as a template for future use.

### Where to start

Having logged in to your account, locate the job advert for the job you wish to apply for and click on the job title, highlighted in blue. This will display details of the vacancy similar to that below:



**Staff Nurse** [Add to favourites](#) 

**Job Reference:** [T379-PB-JUN-18A](#) 

**Employer:** [NHSJ Training PD](#)  
**Location:** Haywards Heath  
**Salary:** £21,200 - £25,400

**Job Type:** Fixed term  
**Working pattern:** 35 hours p/w  
**Pay Scheme:** Agenda for change  
**Pay Band:** 5  
**Staff Group:** Nursing & Midwifery Registered

**IMPORTANT INFORMATION:** please read the "guidance notes for position."

Hospitals NHS Trust is one of the largest acute hospital trusts in the country. We provide a full range of services to more than 650,000 people across the region. Most services are provided at Hospital but we also offer a range of outpatient and diagnostic facilities closer to patients' homes.

We handle around 130,000 Emergency Department admissions a year. The Trust employs around 6,000 staff and is the second largest employer in the area.

We are looking for EXPERIENCED, highly motivated, flexible and enthusiastic Band 5 Registered Nurses with a commitment to the delivery of high standards of care for various departments across the Trust.

As a team player, you will work under the leadership and supervision of the Nurse Matron. Your role will require excellent assessment skills, partnership working and a strong commitment towards achieving the outcomes. You will be expected to demonstrate knowledge and understanding of all aspects of safeguarding children whilst being supported by robust organisational supervision, guidelines and policies.

Applicants must be Registered Nurses and hold current NMC registration. Access to a vehicle and possession of a full driving licence is essential.

Please state your preferred area of work in the Additional Information section on your application form. We are able to offer full-time and some part-time hours, however the ability to work a mixture of early, late, night and weekend shifts is vital. We are committed to staff development & training.

Benefits include optional pension and life assurance. The Trust has a dedicated Childcare Co-ordination Team who can support and advise staff on childcare related issues.

**Read this before applying**  
[Job Description \(22 KB\)](#)  
[Person Specification \(22 KB\)](#)

**Apply for this job**


**Closing Date:** 02/07/2014

**Additional documentation**  
[Childcare Voucher](#)  
[Map](#)

**Further links**  
 None Available

If you have any concerns about this job then please [report it to our Customer Service team](#).

Once you have read the job advert and the important documents for the vacancy and decided to

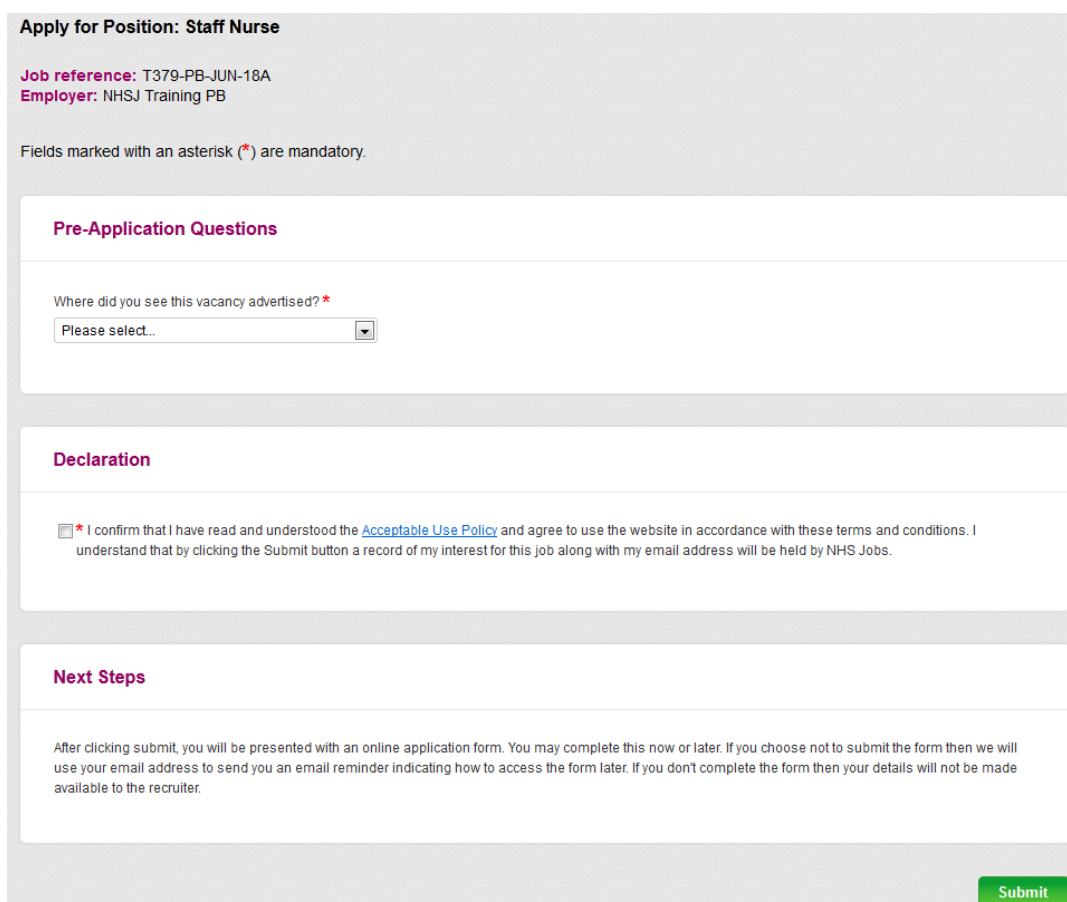
apply, click on the  button. (There is an 'Apply' button at the bottom of the advert and to the right of the advert text.)

## Applying

### Starting to apply

When you click on the 'Apply for this job' button, you will be presented an initial pre-application form. Information on where job adverts have been seen by applicants is gathered from your answer to the pre-application question on this form.

You will also need to tick the Declaration box before clicking on the 'Submit' button. Please note that you should have read the Acceptable Use Policy before indicating your agreement.



**Apply for Position: Staff Nurse**

**Job reference:** T379-PB-JUN-18A  
**Employer:** NHSJ Training PB

Fields marked with an asterisk (\*) are mandatory.

**Pre-Application Questions**

Where did you see this vacancy advertised? \*

Please select..

**Declaration**

\* I confirm that I have read and understood the [Acceptable Use Policy](#) and agree to use the website in accordance with these terms and conditions. I understand that by clicking the Submit button a record of my interest for this job along with my email address will be held by NHS Jobs.

**Next Steps**

After clicking submit, you will be presented with an online application form. You may complete this now or later. If you choose not to submit the form then we will use your email address to send you an email reminder indicating how to access the form later. If you don't complete the form then your details will not be made available to the recruiter.

**Submit**

There may be other questions listed in the Pre-application Questions section of this form. These will be questions that the employer advertising the job has determined should be asked before the application form is available to you.

If you answer the pre-application questions in accordance with the criteria set by the employer, you will be presented with the application form. If you fail to answer the pre-application questions in accordance with the criteria set by the employer, you will be presented with a message thanking you for your interest and to advise that you do not meet some of the essential criteria and therefore cannot progress any further in applying for this job.

If you have any questions about use of the pre-application questions please contact the employer directly.

## Application Form

The application form will be presented once you have successfully answered any pre-application questions and confirmed the acceptable use declaration. The application form will automatically open with the Personal Information section first. You can, however, complete the sections in any order.

Standard application form for **Staff Nurse**

**Job Reference:** T379-PB-JUN-18A  
**Employer:** NHSJ Training PB  
**Application Reference:** AR-290-387-99

[Job Description \(22 KB\)](#)  
[Person Specification \(22 KB\)](#)

[Advice on completing this application](#)

[Access printer-friendly version](#)

**Personal Information**

[Qualifications](#)

[Employment History](#)

[Referees](#)

[Supporting Information](#)

[Monitoring Information](#)

[Safeguarding](#)

[Submit and Declarations](#)

[Save](#)

**Personal Information** Fields marked with an asterisk (\*) are mandatory

Details entered in this part of the form will be held by the recruiting employer. Access to this information will be withheld from the shortlisting panel. Please do not type using only capital letters, as this could lead to your application being automatically rejected. Please use the appropriate mixture of capital and lowercase letters in standard written text.

Email address

Title

Surname/Family name \*

First name \* Middle name(s)

Name in which you are registered with a professional body (if applicable)

UK National Insurance number

Address line 1 \*

Address line 2

Address line 3

At the top of the application form the type of application form and the job title of the job you are applying for are presented. There are three types of application form that an employer can select to use on NHS Jobs:

- Standard application form, for most jobs
- Medical & Dental application form, for clinical medical or dental jobs
- Short application form, for some jobs that require less information to be gathered on the application

Standard application form for **Staff Nurse**

**Job Reference:** T379-PB-JUN-18A  
**Employer:** NHSJ Training PB  
**Application Reference:** AR-290-387-99

[Job Description \(22 KB\)](#)  
[Person Specification \(22 KB\)](#)

[Advice on completing this application](#) [Access printer-friendly version](#)

Please contact the employer directly if you suspect that the incorrect application form type is in use.

Key information about job reference, employer name and the reference number for your application is displayed at the top left of the form. The important documents for the vacancy are linked for easy access, at the top right of the form.

Standard application form for **Staff Nurse**

**Job Reference:** T379-PB-JUN-18A  
**Employer:** NHSJ Training PB  
**Application Reference:** AR-290-387-99

[Job Description \(22 KB\)](#)  
[Person Specification \(22 KB\)](#)

[Advice on completing this application](#) [Access printer-friendly version](#)

If you have a previously submitted application, using the same type of form, in your account, or if you have a 'Profile' saved on your account, then an additional feature will appear at the top of each new application form.

Standard application form for **Staff Nurse**

**Job Reference:** NTE-JJ-JUN-16A  
**Employer:** NHS Training Employer  
**Application Reference:** AR-290-388-01

[Job Description \(22 KB\)](#)  
[Person Specification \(22 KB\)](#)

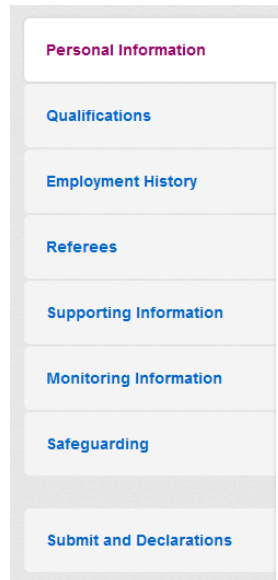
[Advice on completing this application](#) [Access printer-friendly version](#)

We have filled in these details based on your latest application or template

**Personal Information** **Personal Information** [?](#) Fields marked with an asterisk (\*) are mandatory

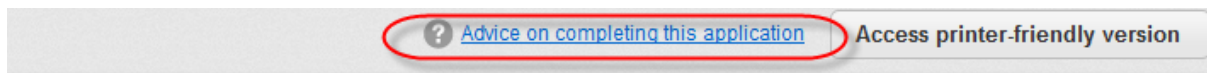
This selection at the top of the application form enables you to choose where the answers on this application form should initially be copied from. You can select to use your last submitted application form (which is the default if one exists), or you can select to use your 'Profile', or you choose to start with a blank form. Any answers copied from a previous application or your 'Profile' can be edited on this application before submitting it.

The application form is divided into sections, each accessed by a tab to the left. As soon as you have completed all mandatory fields within each section and saved it, a green tick will be displayed next to the section name.



Questions that must be answered are identified with an asterisk (\*).

A link to the application form help pages is included at the top of the application form. Additional links to help information are included through the form, identified by a ? symbol.



**Personal Information** ? Fields marked with an asterisk (\*) are mandatory

Details entered in this part of the form will be held by the recruiting employer. Access to this information will be withheld from the shortlisting panel. Please do not type using only capital letters, as this could lead to your application being automatically rejected. Please use the appropriate mixture of capital and lowercase letters in standard written text.

Additional guidance or information appears in relevant places when you start to provide an answer. For example, the following appears when you start to enter the National Insurance number:

Name in which you are registered with a professional body (if applicable)

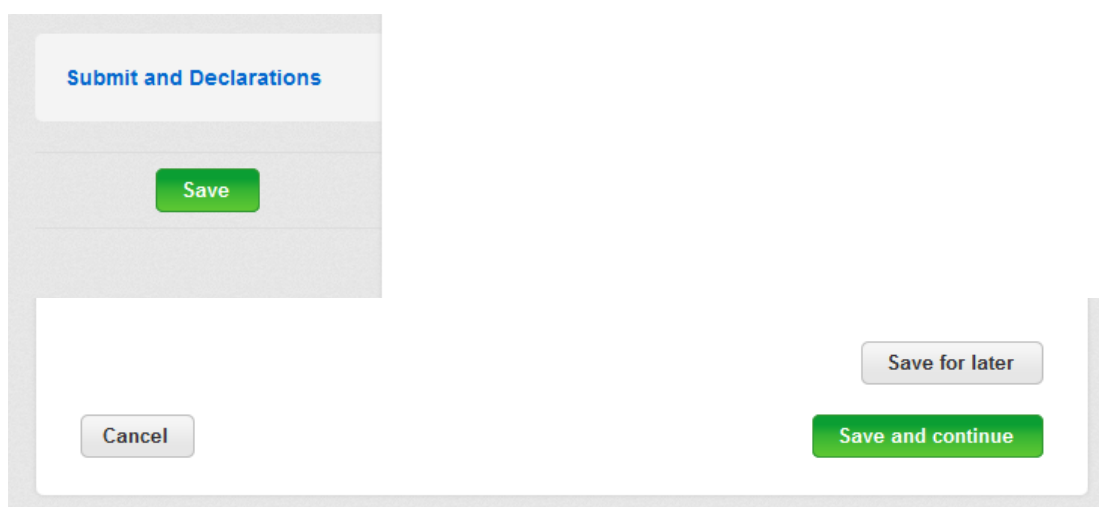
UK National Insurance number


Address line 1 \*

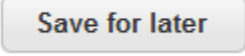
Please enter without spaces


A new feature, included within the Personal Information section, is the selection to receive automatic SMS text messages in relation to interview invitations and reminders of interviews. You will need to supply your mobile number and confirm that you wish to receive SMS messages associated with your applications. Please ensure you enter the number correctly to ensure you receive the messages. The SMS service is only available to UK registered mobile phones.

There are two save buttons located at the bottom of the page and a save button to the left of the form.



The  button enables you to save information as you progress through the form and remain on the page after the save. This button will 'slide' down the page on the left as you scroll through the form, so that it is available at all times.

The  button enables you to save what you have entered and have the option to complete the form at a later date. The form will be saved in 'My Applications' under the Draft heading. You will automatically be sent email reminders prior to the closing date of the vacancy advising you that the application form still needs to be completed.

The  button enables you to save the application form section and move onto the next section of the application form.

Once you have completed answering the questions in the application form you can submit it using the 'Submit application' button in the Submit and Declarations section.

**Submit and Declarations** Fields marked with an asterisk (\*) are mandatory

**Declaration**

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

\* I agree to the above declaration

**Next Steps**

Once you submit the form your application will be available to the Employer. However, you will be able to update your "Personal Information" should any of your contact details change.

All your application forms (submitted or not) can be viewed under "My Applications" when you are logged in.

You will be presented with a confirmation prompt:

**Are you sure you wish to submit your completed application now?**

Before submitting, please ensure you have:

- answered all the questions
- checked your answers for errors and spelling mistakes
- explained how your skills and experience match the Person Specification for this job

After submitting you will be able to edit your personal information only

On clicking on the 'Yes' button, the system will check that all mandatory questions are answered and that the answers meet the validation requirements. If there is any problem with the answers on the application form, you will be presented with the form with errors identified. Errors are identified at the top of the page, in red, and these link to the relevant question on the application form. The question and answer with an error are highlighted with a red box, in addition to the error presented above or beside the answer.

If there are no errors, the application will be submitted immediately. A confirmation screen will be presented to you and a confirmation email will be sent to your registered email address. The status of your application on the 'My Applications' page will change to 'Submitted' and it will now be visible in the 'Active applications' section.

A submitted application is available to the employer as soon as it is submitted. The employer's processes, however, may mean that the application is not viewed or considered until after the advert is closed.

### Amending a submitted application form

Once you have submitted an application form to an employer you may amend your personal information. This includes your name, home address and telephone number. No other parts of the form can be changed.

To amend any personal information, you will need to go to 'My Applications' and click on the correct 'View application for AR-\*\*\*-\*\*\*-\*\*\*' link. This will take you to the Personal Information section automatically.

When you have made the required changes you can save them by clicking on the 'Update details' button. You will be presented with a message confirming that your application form changes have been submitted to the employer.

Please note - you cannot withdraw and re-apply for the same position in order to amend, add or remove certain information that you have submitted on your application form. If you try and re-apply for a vacancy, the 'Application already made' message will appear. If there are any errors/omissions on your submitted application form, or you want to withdraw your application completely, please contact the employer directly.